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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Technical Review and Policy Staff

DATE: 17 March 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

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Change 1 to [REDACTED] - Real Estate and Construction - General has been submitted to the Regulations Control Staff for formal coordination and publication.

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Instruction on Leave (continued item)

Preliminary rough draft of proposed LI 20-645-2 has been developed and is being given a final review.

b. Study of Occupational Codes and Position Titles (new and completed item)

Draft of a proposed Office of Logistics Instruction containing occupational codes, position titles and supporting definitions for work unique to Office of Logistics is being coordinated with the several Divisions and Staffs of the Office of Logistics for their review and comment.

c. Overtime Performed by OL Personnel While on TDY Overseas (completed item)

A memorandum has been prepared for the signature of the Director of Logistics to each Staff and Division setting forth the office policy and the procedure to be followed in connection with securing the authorization for and reporting of overtime worked by OL employees while on TDY at overseas stations. This memorandum is proposed in lieu of Logistics Notice.

d. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

The memorandum to the Comptroller concurring in the proposed single confidential funds allotment and related system for its control is in process of final coordination.

e. Training Records Project (completed item)

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All individual training cards reproduced by Printing and Reproduction Division have been checked against existing Office of Logistics Training Records. As a result of this project, we now have individual training records on all Office of Logistics Personnel which are completely up to date.

f. Basic Intelligence Training ( new and completed item)

Training Officer delivered a lecture on "The Place of Logistics in Agency Operations" in the Operations Support Course on 16 March 1955.

g. Survey on Inventory of Armed Forces Training Facilities (continued item)

At our request a letter has been sent by the Office of Training to the Department of the Army requesting an Agency slot for the Army Supply Management Course at Fort Lee, Virginia.

3. OTHER ITEMS OF INTEREST

a. Personnel and Training (continued item)

Personnel Report

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b. Office of Logistics Vacancy Gap Problem (new and completed item)

1. An agreement has been reached with the Office of Personnel whereby Mr. [REDACTED] Printing and Reproduction Division will interview select prospective candidates for positions in the Printing and Reproduction Division. These candidates have applied for employment as a result of paid advertising in the newspapers in the Alexandria, Virginia area.

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2. In collaboration with Office of Personnel decision was made with respect to revising qualification requirements now attaching to Courier and Messenger positions. In addition, it was determined to reallocate Office of Logistics Messenger slots from GS-1 to GS-2, which decision will pave the way for the submission of appropriate promotion actions.

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(3) On the 15th and 17th of March, Office of Personnel will have paid advertising in Washington, D. C. papers for the express purpose of obtaining candidates for Office of Logistics Messenger and Courier positions.

(4) Staff study on the Courier morale problem completed and submitted to Chief, Administrative Staff.

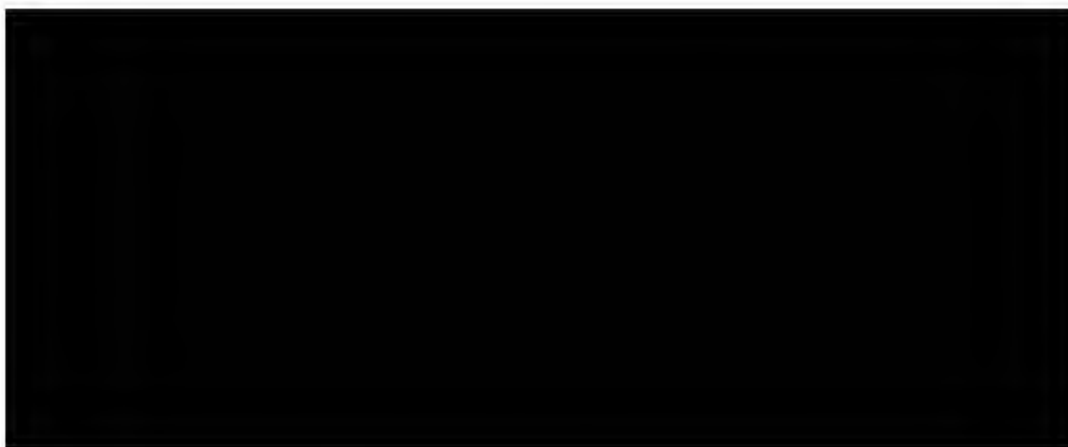
c. Logistics Support Course (continued item)

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Students are continuing their on-the-job training in Supply Operations at [REDACTED] this week. Next week will be devoted to Logistical support of [REDACTED] Operations and Coaching. 25X1A

d. Red Cross Drive (new and continued item)

A second Red Cross Campaign report was made in the amount of \$205.10. To date a total of \$517.70 has been contributed by 284 Office of Logistics employees.



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f. Additional Courier Service (new and completed item)

Pursuant to a request from the Office of the DD/S to the Office of Logistics, a courier pickup is made each day after 2:30 P.M. at room 227 Administration Building for delivery direct to the OL Registry, Quarters I, by 3:00 P.M. This additional service started on Tuesday, 15 March 1955.

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g. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease  
over previous report

Post Office Mail

Incoming	4340	-336
Outgoing	7310	<del>107</del>
	<u>11565</u>	-229

Postage Expended	\$926.90	-42.27
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(2) Courier Activities

a. Scheduled Courier Trips 305

b. Special Courier Trips	144	<del>35</del>
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c. Inter-Agency Mail by Courier

Incoming	1793	<del>177</del>
Outgoing	2783	<del>145</del>
	<u>4576</u>	<del>322</del>

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OL/AS/sjv

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